



AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
CIVIC CENTER COMPLEX, 350 KIMBARK ST.
June 11, 2015
6:00 P.M.

REGULAR MEETING

1. Call to Order
2. Roll Call
3. Adjustments to the Agenda as Needed
4. Public Invited to be Heard
5. Approval of the Minutes:

April 9, 2015 – Regular Meeting
May 21, 2015 – Study Session
6. Old Business
 - A. Review and discuss current airport projects and any action in connection thereto including, but not limited to the following:
 - i. Airport rules and regulations
 - ii. Taxiway paving project
 - iii. Potential Certificate of Authorization for UASUSA and Iron Ridge
 - iv. Airport Gate Signage
 - v. Financial Update
7. New Business
 - A. Reflective Media for Gates and Fence
 - B. Update ALP
 - C. Request of AAB Members for future agenda items
8. Public Invited to be Heard
9. Board, City Council Representative and/or Staff Comments
10. Adjourn

1 No one else wished to speak.

2
3 Chairman Dolce closed the Public Invited to Be Heard.

4
5 **Approval of Meeting Minutes**

6
7 Chairman Dolce asked for discussion or a motion to approve the March 23, 2015, meeting
8 minutes.

9
10 **Motion**

11
12 **BOARD MEMBER BERRY MADE A MOTION TO APPROVE THE MINUTES FROM**
13 **THE MARCH 23, 2015, AS PRESENTED. BOARD MEMBER HANIE SECONDED THE**
14 **MOTION.**

15
16 **Additional Discussion of the Motion**

17
18 No additional discussion of motion.

19
20 **Vote**

21
22 **MOTION CARRIED: 6-0**

23
24
25 **Old Business**

26
27 A. Review and discuss current airport projects and any action in connection thereto
28 including, but not limited to the following:

29
30 i. Perimeter fence project and related signage

31
32 Airport Manager Slayter said this project is substantially complete. He states a final change
33 order was submitted for signature and that will be the final change order for the project.

34
35 ii. Airport rules and regulations

36
37 Airport Manager Slayter states there is nothing for the board to review at this meeting. More
38 information will be coming at the next board meeting.

39
40 iii. Lease agreements

41
42 Airport Manager Slayter is waiting on some recommended changes, so nothing new to report on
43 lease agreements.

1 Board Member Berry commented that the related signage is a bigger topic and needs to be
2 separated out from the perimeter fence. Airport Manager Slayter states he would like to break it
3 out also if the board is in agreement.

4
5 Chairman Dolce asked if the gate they are having trouble with is going to be fixed. Airport
6 Manager Slayter states the contractor is coming back out and will get it to work one way or
7 another.

8
9 iv. Wi-Fi on east end of airport

10
11 Airport Manager Slayter did not have an update on this item.

12
13 v. Taxiway paving project

14
15 Airport Manager Slayter states this project is going to encompass many different areas and is
16 hoping to ride around the airport to see areas included in project.

17
18 Board Member Berry asked about the flow of money for this project. Airport Manager Slayter
19 said after speaking with CDOT, they indicated there is a potential that the 5% match may not be
20 available from their 10%. The project did qualify for funding and 90% of the funding is
21 available.

22
23 Board Member DaHarb asked how much the 10% totals. Airport Manager Slayter states it is
24 about \$33,000-34,000.

25
26
27 vi. Miscellaneous maintenance projects

28
29 Airport Manager Slayter had nothing new to report on this project.

30
31 vii. Elite Aviation Fuel Farm

32
33 Airport Manager Slayter states he met with design group and all issues/concerns that he had have
34 been resolved and he is comfortable with the plans.

35
36 viii. Potential UAS/USA Certificate of Authorization

37
38 Airport Manager Slayter said he met with owner of UAS/USA and others who are interested in
39 partnering. He said there is a pre-set package with minor modifications. Further discussion is
40 needed and we should be willing to offer help in other seeking COA's. This is a good position
41 for the airport.

42
43 Board Member DaHarb asked about a projected start and completion date on the fuel farm.
44 Airport Manager Slayter said they anticipate completing design in the next 30 days and then
45 selecting a contractor for the project.

1 Chairman Dolce commented that UAS/USA allows users to access their Wi-Fi system, however
2 on east end of airport there is a public area and asked if the city could put free Wi-Fi on that end.
3 Assistant City Manager Lewis said the City will not put in any additional free Wi-Fi in the city.
4 He said staff reviewed the current program and have concerns about those portals getting into the
5 city systems. He states Airport Manager Slayter can continue to work with UAS/USA to
6 strengthen the current system.

7
8 Board Member Berry commented that Elite brought the original design for the fuel farm to the
9 AAB and wants to be sure AAB gets a courtesy review of the final design. Airport Manager
10 Slayter said he will make sure that happens.

11
12 B. Noise Complaint Policy

13
14 Airport Manager Slayter states there is a draft copy of the policy in the packet. He has received
15 comments and input from some board members. Currently there are several venues to report
16 complaints, phone calls and email to the City Manager's Office or the airport, and more recently
17 using the city's Service Request system. His concerns have been, because of having multiple
18 venues and ways to make a report, the integrity and making one venue to comment. When it is
19 logged, it is done through an electronic means and staff is not logging manually into spreadsheets
20 or some other system. He states consolidating it increases the integrity of the system and the
21 time and effort spent of the people who are taking the complaints and logging them in is taking
22 away from other tasks. Airport Manager Slayter states ultimately he would like the board to
23 approve this draft to move forward to City Council for adoption.

24
25 Board Member Hanie asked what kind of criteria for questions are in the system (e.g. who called,
26 address, time of incident.) Airport Manager Slayter said currently it is an unwritten policy for
27 those items. He said on the policy that states a person may submits complaints or comments,
28 only complaints or comments through the City of Longmont's online service will be logged with
29 certain criteria being met. Airport Manager Slayter feel's it is better to have a written policy. He
30 said when using the city's system you must register and it will log day and time. Board Member
31 Hanie asked where it speaks about the time of incident. Airport Manager Slayter said that can be
32 added into the policy. Board Member Hanie said we need to have a way to time stamp "like
33 events."

34
35 Chairman Dolce commented he has created an account and he has seen how the system works.
36 A person does need to log in and in the body of complaint it does ask for time of event and
37 allows a photograph to be attached also.

38
39 Vice Chairman VanZant states he used the system for another issue and the problem was fixed
40 within 48 hours. He suggests if it is possible, creating a field for date/time of event. He states the
41 systems works very well and will be fine for the airport needs.

42
43 Board Member DaHarb said a program established with time factors included will be a good
44 tool.

1 **Motion**

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3 **BOARD MEMBER DAHARB MADE A MOTION TO ACCEPT THE VANCE BRAND**
4 **MUNICIPAL AIRPORT NOISE COMPLAINT/COMMENT POLICY AS SUBMITTED,**
5 **WITH A CORRECTION TO INCLUDE THE TIME FACTOR. BOARD MEMBER**
6 **VANZANT SECONDED THE MOTION.**

7
8 **Additional Discussion of the Motion**

9
10 No additional discussion of motion.

11
12 **Vote**

13
14 **MOTION CARRIED: 6-0**

15
16 **New Business**

17
18 A. Request of AAB Members for future agenda items

19
20 Board Member Berry would like to go back to Mr. Krenzel's comment regarding positivity about
21 the airport. He said there is a show coming up with the Chamber to attract employers and feels
22 this would be a great opportunity for the airport to have a booth at this event. He would like to
23 propose some presence by the airport in the Chamber correspondence and he would like to see
24 the airport publicly declared in a positive way.

25
26 Vice Chairman VanZant would like to see an event for the airport similar to past events. He
27 states it would be nice to start the process for an event in 2016.

28
29 Board Member Gattmann appreciates the transparency and openness of the city. He thinks it
30 would be appropriate as part of meeting, that the board be tasked with presenting the financial
31 condition of the airport.

32
33 **Final Call – Public Invited to be Heard**

34
35 Chairman Dolce opened the final call public invited to be heard.

36
37 Kim Gibbs, 7468 Mt Sherman Road. Ms. Gibbs states she is the organizer for Citizens for Quiet
38 Skies. She attended tonight to hear about new noise complaint policy. She understands the need
39 for a streamlined process and complaints coming in through one channel, but it needs to be easy
40 to use. She was hoping input would have been solicited from those affected by the process. The
41 guidance she has given to Quiet Skies supporters is one complaint per day when it is bothering
42 them. She finds the system to be cumbersome, it is much harder than sending an email. Now she
43 has a dilemma about how to guide her supporters and if they should complain about every
44 incident, which will result in more complaints from the supporters. She said her supporters are
45 ready to move beyond the issue of noise complaints. She states the vast majority of complaints
46 are about skydiving, in the summer on the weekends. Ms. Gibbs states reasonable regulations

1 are all they want and to get past registering noise complaints. The trial is next week 8:30-5 at the
2 justice center.

3
4 Ron Krenzel, 12191 N. 61st Street. Mr. Krenzel states the new complaint system leveling the
5 field is a great idea. He said the gross number of complaints came from a few people and the
6 more cumbersome for them to log a complaint the better it is and not take away from city staff
7 time.

8
9 Adam Tweetin, 8190 N. County Line Road. Mr. Tweetin has a ranch north of town just inside
10 Larimer county line. A few years ago the FAA set up flight box over his property. He has been
11 making complaints anonymously. He has planes dive bomb his house and on Easter Sunday
12 there was seven acrobatic planes harassing him all day long. He doesn't know what to do about
13 it, he called the FAA at instruction of the former Airport Manager Tim Barth one time but he felt
14 threatened by the FAA. He said the pilots come over your property and treat you with complete
15 disrespect.

16
17 No one else wished to speak.

18
19 Chairman Dolce closed the final call public invited to be heard.

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21 **Board Comments**

22
23 No Board comments.

24
25 **Staff Comments**

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27 No staff comments.

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29 **Council Representative Comments**

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31 No Council Representative comments.

32
33 **Adjournment**

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35 **BOARD MEMBER VANZANT MADE A MOTION TO ADJOURN THE MEETING.**
36 **BOARD MEMBER GATTMANN SECONDED THE MOTION.**

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38 **Vote**

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40 **MOTION CARRIED: 6-0.**

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42 The meeting was adjourned at 6:39 p.m.

1 Respectfully submitted,
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4 Chairman/Vice Chairman
5 Airport Advisory Board
6 /jm 04/10/15

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**MINUTES
AIRPORT ADVISORY BOARD
STUDY SESSION
MAY 21, 2015**

Call to Order

The May 21, 2015, Airport Advisory Board study session was called to order by Chairman Don Dolce at 6:35 p.m., in the City Council Study Session Room.

Roll Call

Members present: Dale VanZant, Don Dolce, Dan Berry, Lou DaHarb and Airport Manager David Slayter.

Airport Master Plan Discussion

Mr. Slayter called attention to the Airport Master Plan and gave brief overview and explanation of its purpose. He explained lifespan of the master plan and that the only two items of the master plan which received approval by the FAA is the Airport Layout Plan (ALP) and the Terminal Forecast. Mr. Slayter went over projects that were included but emphasized that because of development objectives and because the master plan is a snapshot in time, projects in the master plan do not always follow a particular order. He also explained that the AAB and management should keep focused on the goals and objectives of master plan.

Mr. VanZant asked about the importance of the time frame for land acquisition. Mr. Slayter explained that the master plan shows land acquisition in the out years of the plan as an alternative. However, Mr. Slayter feels it should be moved up to the front of the time-line for multiple reasons. He explained that it is important to compatible land use and it is also needed for runway/taxiway extension, as well as future development.

Chairman Dolce talked about the steps to get to the point of runway extension. Mr. DaHarb also commented on the order to include environmental impact studies in comparison to other projects he has seen done. Mr. DaHarb also shared concern over the airport's budget to accomplish the goals and feels the Administrative Transfer Fees (ATF) are excessive and the airport is being shortchanged. Mr. Slayter explained the ATF and why it is charged. Mr. Berry commented on the fact that the discussion sounds like we should discuss the possibilities of what it would take for the airport to meet the goals of the master plan and asked the question is: "What does it take for the airport to grow?"

Mr. Berry asked if it would help to use the whiteboard to write things down and put it into a logical order. Everyone agreed.

The discussion on what was needed for airport development was to develop a business plan.
The following are items that would feed into the business plan:

Discussion on Understanding the money flowing into and out of the airport fund;

Market Study which would include:

Existing businesses:

Potential businesses to include researching corporate aircraft fleet mix;

What the airport can “sell or offer”:

Rental Cars	Pilot Lounge
Avionics Shop	Additional Cell Phone Tower
Fuel	Wi-Fi
Maintenance	Pilot Supplies
Flight/Ground Instruction	Propeller Shop
Non-Aeronautical Use land	Land Lease
Incentives	

Infrastructure:

Land Use Plat – Master Plan

Gas	Water
Water	Wi-Fi Provider
Electrical	Sewer

Marketing Plan:

Community Engagement

Viewing Area	Directional Signage
Newsletter	Social Media

Additional discussion on Airport Development included the possibility of a community organization such as “Friends of LMO” who could provide fundraising and other non-profit. Mr. Slayter explained that functions and organization such as this would not be a city function and would have to be organized without his assistance.

There was input and discussion from all in attendance on each of the items above.

Adjournment

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Chairman/Vice Chairman
Airport Advisory Board
/ds 06/09/15

Account	Description	Fund	Dept	Budget Activity	Element	Line Item	2015 May Actual	2015 Apr Actual	2015 Mar Actual	2015 Feb Actual	2015 Jan Actual	2015 Orig Budget	2015 Adjs Budget	2015 Budget
490-490-414-01-999	CLEARING	490	490	414	1	999	0	0	0	0	0	0	0	0
490-490-434-06-111	SALARIES AND WAGES	490	490	434	6	111	10516.2	7010.8	0	0	9847.7	91135	0	91135
490-490-434-06-112	WAGES - TEMPORARY	490	490	434	6	112	0	0	0	0	0	0	0	0
490-490-434-06-114	SKILL-BASED PAY	490	490	434	6	114	0	0	0	0	0	0	0	0
490-490-434-06-115	ONE TIME PAYMENT	490	490	434	6	115	0	0	0	0	0	0	0	0
490-490-434-06-121	WAGES - OVERTIME	490	490	434	6	121	0	0	0	0	0	0	0	0
490-490-434-06-122	LONGEVITY COMPENSATION	490	490	434	6	122	0	0	0	0	0	0	0	0
490-490-434-06-123	LEAVE EXPENSE	490	490	434	6	123	0	0	0	0	0	810	-393	417
490-490-434-06-126	RHS PLAN	490	490	434	6	126	0	0	0	0	8562.31	400	393	793
490-490-434-06-128	FICA	490	490	434	6	128	0	0	0	0	0	0	0	0
490-490-434-06-129	MEDICARE CONTRIBUTION	490	490	434	6	129	133.98	92.06	0	0	138.77	1321	0	1321
490-490-434-06-131	MOPC	490	490	434	6	131	525.81	350.54	0	0	103.07	4557	0	4557
490-490-434-06-132	EMPLOYEE INSURANCE	490	490	434	6	132	0	1238	1238	1238	1237	14855	0	14855
490-490-434-06-133	EMPLOYEE RETIREMENT	490	490	434	6	133	704.58	469.72	0	0	138.12	6106	0	6106
490-490-434-06-135	COMPENSATION INSURANCE	490	490	434	6	135	0	5	5	5	9	64	0	64
490-490-434-06-136	UNEMPLOYMENT INSURANCE	490	490	434	6	136	0	15	15	15	17	182	0	182
490-490-434-06-137	STAFF TRAINING/CONFERENCE	490	490	434	6	137	0	0	0	0	0	1500	0	1500
490-490-434-06-139	DENTAL INSURANCE	490	490	434	6	139	0	53	53	53	55	638	0	638
490-490-434-06-142	FOOD ALLOWANCE	490	490	434	6	142	0	0	0	0	0	100	0	100
490-490-434-06-210	OFFICE SUPPLIES	490	490	434	6	210	0	15.07	80.14	0	0	250	0	250
490-490-434-06-215	AUDIOVISUAL MATERIALS	490	490	434	6	215	0	0	0	0	0	0	0	0
490-490-434-06-216	REFERENCE BOOKS/MATERIALS	490	490	434	6	216	0	0	0	0	0	0	0	0
490-490-434-06-217	DUES AND SUBSCRIPTIONS	490	490	434	6	217	0	0	0	0	0	1150	0	1150
490-490-434-06-218	NON-CAPITAL EQUIP/FURN	490	490	434	6	218	0	0	0	0	0	0	0	0
490-490-434-06-219	DRAFTING SUPPLIES	490	490	434	6	219	0	0	0	0	0	0	0	0
490-490-434-06-223	LAB AND PHOTO SUPPLIES	490	490	434	6	223	0	0	0	0	0	0	0	0
490-490-434-06-229	MATERIALS/MISC. SUPPLIES	490	490	434	6	229	0	5192.77	210	699.52	1929.53	250	0	250
490-490-434-06-230	PRINTING/COPIER SUPPLIES	490	490	434	6	230	0	0	0	0	0	0	0	0
490-490-434-06-232	BUILDING REPAIR/MAINT	490	490	434	6	232	0	170.15	0	0	0	3000	0	3000
490-490-434-06-233	FACILITY REPAIR/MAINT	490	490	434	6	233	743.6	0	1576.44	0	0	3000	0	3000
490-490-434-06-240	EQUIP REPAIR/MAINTENANCE	490	490	434	6	240	0	0	0	0	0	150	0	150
490-490-434-06-241	GROUNDS MAINTENANCE	490	490	434	6	241	0	0	0	0	0	0	0	0
490-490-434-06-243	NONCAP COMPUTER EQUI/SPLY	490	490	434	6	243	0	0	0	0	0	0	0	0
490-490-434-06-245	MILEAGE ALLOWANCE	490	490	434	6	245	0	0	0	0	0	0	0	0
490-490-434-06-246	LIABILITY INSURANCE	490	490	434	6	246	0	459	459	459	456	5505	0	5505
490-490-434-06-247	SAFETY EXPENSES	490	490	434	6	247	0	0	0	0	0	0	0	0
490-490-434-06-248	LEASE/PURCHASE INSTALLMNT	490	490	434	6	248	0	0	0	0	0	0	0	0
490-490-434-06-249	OPERATING LEASES/RENTALS	490	490	434	6	249	0	0	0	0	0	0	0	0
490-490-434-06-250	PROF/CONTRACTED SERVICES	490	490	434	6	250	6200.01	7331.56	6672.5	729	2185	60000	0	60000
490-490-434-06-252	ADS AND LEGAL NOTICES	490	490	434	6	252	0	0	0	0	0	500	0	500

490-490-434-06-260	UTILITIES	490	490	434	6	260	1123.93	910.69	755.66	650.39	0	6000	0	6000
490-490-434-06-261	TELEPHONE CHARGES	490	490	434	6	261	0	0	0	0	19.38	500	0	500
490-490-434-06-263	POSTAGE	490	490	434	6	263	0	0	0	0	0	300	0	300
490-490-434-06-264	PRINTING/COPYING/BINDING	490	490	434	6	264	0	22.5	0	45	0	500	0	500
490-490-434-06-269	OTHER SERVICES/CHARGES	490	490	434	6	269	0	0	1734.45	0	0	0	0	0
490-490-434-06-270	ADMIN/MANAGEMENT SERVICES	490	490	434	6	270	0	9395	9395	9395	9399	112744	0	112744
490-490-434-06-273	FLEET LEASE - O/M	490	490	434	6	273	0	110	110	110	105	1315	0	1315
490-490-434-06-274	FLEET LEASE - REPLACEMENT	490	490	434	6	274	0	0	0	0	0	0	0	0
490-490-434-06-440	MACHINERY AND EQUIPMENT	490	490	434	6	440	0	1570.1	0	0	0	1500	0	1500
490-490-434-06-470	PLANNING AND DESIGN	490	490	434	6	470	0	0	0	0	0	0	0	0
490-490-434-06-471	LAND	490	490	434	6	471	0	0	0	0	0	0	0	0
490-490-434-06-473	SITE IMPRV/LANDSC/ST DVL	490	490	434	6	473	0	0	0	0	0	0	0	0
490-490-434-06-475	BUILDING/FACILITY IMPRVMT	490	490	434	6	475	0	0	0	0	0	0	0	0
490-490-434-06-480	SYSTEM IMPROVEMENTS	490	490	434	6	480	27089.01	0	0	-39793	39792.96	0	0	0
490-490-434-06-950	BAD DEBT	490	490	434	6	950	0	0	0	0	0	0	0	0
490-490-434-06-960	DEPRECIATION	490	490	434	6	960	0	0	0	0	0	0	0	0
490-490-434-06-961	FLEET RECOVERY CHARGES	490	490	434	6	961	0	0	0	0	0	0	0	0
490-490-434-06-970	TRANSFERS TO OTHER FUNDS	490	490	434	6	970	0	0	0	0	0	76	0	76
490-490-434-06-974	AIPP TRANSFERS	490	490	434	6	974	0	0	0	0	0	0	0	0
490-490-960-12-470	PLANNING AND DESIGN	490	490	960	12	470	0	0	3480	0	0	0	0	0
490-490-960-12-480	SYSTEM IMPROVEMENTS	490	490	960	12	480	0	0	0	0	0	0	0	0
490-490-960-12-974	AIPP TRANSFERS	490	490	960	12	974	0	0	0	0	0	0	0	0
							47037.12	34410.96	25784.19	-26394.1	73994.84			318408
Total Expenses To Date:							\$154,833.06							

Account	Descriptor Fund	Dept	Activity	Sub Activity	Element	Line Item	2015 May Actual	2015 Apr Actual	2015 Mar Actual	2015 Feb Actual	2015 Jan Actual	2015 Orig Budget	2015 Adjs Budget	2015 Budget
490-000-31 FUEL TAX R	490	0	31	4	30	0	0	852.56	0	78.05	156.02	10000	0	10000
490-000-33 FEDERAL G	490	0	33	1	10	0	0	0	0	0	0	0	0	0
490-000-33 STATE GRA	490	0	33	4	10	0	373583	0	-370649	0	0	0	0	0
490-000-34 DEVELOPEI	490	0	34	6	30	0	0	0	0	0	0	0	0	0
490-000-34 OWNER PA	490	0	34	6	40	0	0	0	0	0	0	0	0	0
490-000-36 MISC REVE	490	0	36	0	10	0	0	3974.35	3974.35	24330.35	3974.35	32000	0	32000
490-000-36 GAIN/LOSS	490	0	36	0	31	0	0	0	0	0	0	0	0	0
490-000-36 PRIOR YRS	490	0	36	0	90	0	0	0	0	0	0	0	0	0
490-000-36 INTEREST II	490	0	36	1	20	0	0	6.94	0	13.93	0	0	0	0
490-000-36 UNREAL G/	490	0	36	1	70	0	0	0	0	0	0	0	0	0
490-000-36 AIRPORT R	490	0	36	2	20	0	46369.44	51507.79	55998.77	6583.36	7210.04	271923	0	271923
490-000-36 FUEL FLOW	490	0	36	2	21	0	513.96	909.42	1048.68	900.42	0	11000	0	11000
490-000-36 PRIVATE D	490	0	36	7	20	0	0	0	0	0	0	0	0	0
490-000-36 CLEARING ,	490	0	36	9	99	0	0	0	0	0	0	0	0	0
490-000-37 TRANS FRC	490	0	37	0	10	0	0	0	0	0	0	0	0	0
490-000-37 TRANS FRC	490	0	37	0	50	0	0	0	0	0	0	0	0	0
							420466.4	57251.06	-309627	31906.11	11340.41			324923
Total Revenue:							\$211,336.68							